



# **THE PARK LANE GROUP**

## **ANTI-MONEY LAUNDERING STATEMENT**

**(Anti-Money Laundering Policy & Procedures)**



## Anti-Money Laundering Statement

The Park Lane Group are committed to ensuring that we have adequate procedures in place to counteract money laundering and terrorist funding activities in line with the latest money laundering regulations.

We are committed to staff training on this to all affected employees at regular intervals. Our Money Laundering Reporting Officer (MLRO) is **Lauren Beswick**. It is the responsibility of all staff to send any 'Suspicious Activity Reports' (SAR's) to the MLRO, and in turn they will forward it on to the National Crime Agency if appropriate.

All purchasers, landlords, guarantors and tenants ('customers') will be identified by way of two separate documents before any sale or rental process commences. One of these ID documents will be photographic (preferably a passport, if not a driving licence or UK residence permit) and the other will be a recent bank statement or utility bill at their current address, dated within the last 3 months. Original documents have to be seen by a staff member of The Park Lane Group, photocopies or emailed documents will not be sufficient.

Where photographic evidence is not available, The Park Lane Group will require a combination of the following alternative evidence:

- an original government issued document which includes the customer's full name and also secondary evidence of the customer's address, for example an old-style driving licence or recent evidence of entitlement to benefits.
- A full birth or adoption certificate
- A letter from the customers employer
- Secondary evidence of the customer's address (not downloaded from the internet) for example a utility bill, bank, building society or credit union statement or a most recent mortgage statement from a recognised lender.

If the original copies of ID documents cannot be produced, then copies must be certified by one of the following professional people:

- Solicitor (of which there is an existing working relationship)
- Bank Manager
- Chartered Accountant

For customers that are not private individuals (for example, corporate businesses) The Park Lane Group will need to obtain the following prior to the acceptance of sale or let commencing:

- Full Company Name
- The Company Registration Number
- The Registered Address and Principal Place of Business
- Details of shareholders and directors

In relation to new homes sales additional anti-money laundering checks may be undertaken by the respective solicitor as required.

The Park Lane Group would like to point out that all documents and information held are kept completely confidentially and securely and will not be shared with any other parties without the explicit written permission of the customer in question.

The Park Lane Group thank you for your understanding and co-operation in this matter.